



FORT MONROE PRIVATE EVENT VENUE RENTAL APPLICATION

Applications must be received at least 60 days prior to the requested date. Complete the application and submit it in person, by email, mail, or fax to the Fort Monroe Authority, Department of Special Events. FMA regular office hours are Monday – Friday, 8:30am – 5:00pm. Reservations will not be confirmed until payment has been received in accordance with the Terms of Use and Policies as defined in the application. Reservations are based on availability and approval. Incomplete applications will not be considered for approval.

PLEASE NOTE: *This application DOES NOT constitute a binding contract or guarantee your reservation until it has been fully executed and approved by The Fort Monroe Authority, Department of Special Events. Once all requirements pertaining to your rental have been completed, a fully executed copy of this application and a Rental Permit will be provided for your records. Under no circumstances may you hold your event without an approved application and Rental Permit issued by the Fort Monroe Authority, Department of Special Events. These Terms of Use, Venue Rental Application and the applicable Venue Policies apply solely to the person and/or organization associated with this specific application and may not under any circumstances be assigned to a third party.*

THE FOLLOWING ARE STRICTLY PROHIBITED AT FORT MONROE

Violation of any of the following could result in the immediate cancellation of your event, dismissal from the premises or criminal charges.

- Open flames including but not limited to bonfires, tiki torches, campfires, fire pits, etc.
- Gambling on premises.
- Driving or parking on the grass, and parking in reserved parking areas/ spaces.
- Digging (for any reason).
- Putting stakes of any kind in the ground, including stakes for tents and stages.
- Inflatable bouncy houses or other inflatable games or amusements of any kind.
- The use of staples, nails, or any adhesive material to affix decorations of any kind to structures, walls or natural resources.
- Smoking in any public building or within 25 feet of a public entrance.
- Access to off limits and restricted areas of the venue or Fort Monroe.
- Illegal substances.

✓	USE THIS SECTION TO TRACK YOUR APPLICATION PROGRESS
	Called 757-637-7778 or 757-690-8061 to confirm date availability.
	Completed & Submitted the Private Event Venue Application.
	Submitted non-refundable \$50 application fee (due at time of application).
	Received approval from the Fort Monroe Authority.
	Signed the provided Terms of Use and Policies and submitted with deposit.
	Paid full balance.



**PLEASE FULLY COMPLETE THE FOLLOWING INFORMATION
AND SUBMIT WITH YOUR NON-REFUNDABLE \$50
APPLICATION FEE**

Reservation Name:		Application Date:			
First Name of Applicant:	Last:	MI:			
Address:					
City/County:	State:		ZIP Code:		
Cell Phone:	Other Phone:		Email:		
Send security deposit refund to (if different from above):	Address:		City/Zip Code:		
Event Coordinator/Day of Event Contact:		Phone:		Email:	
Event Date(s):	Total Event Time:	Start:	End:	<i>Times should include set up and breakdown.</i>	Total Number of Guests:
Description of Event: (wedding, military ceremony, other ceremony, reception, meeting etc.)					
<u>CHECK THE VENUE(S) YOU WISH TO RENT:</u>					
Commanding General's Residence ___		Commanding General's Garden ___			
The Bandstand in Continental Park ___		Former Post Office and Customs House ___			
Outlook Beach Picnic Area ___		Other Requested Location ___			
(If other, please list the requested location) _____					
Note: Alternate locations are for ceremonies only, considered on a case-by-case basis, and not guaranteed.					